

Telephone (517) 755-3030

No. SO-1420  
**Date: November 26, 2007**

Request for Proposals  
**Lansing School District**  
**Purchasing Department**  
519 West Kalamazoo  
Lansing, MI 48933

**This is not an order**

Proposals for the furnishing and delivery of items and/or services listed on the sheets attached to the bid documents available on our web-site will be received in the Lansing School District Purchasing Office, 519 W. Kalamazoo St., Room 200, Lansing Michigan 48933 until:

**December 28, 2007, 2:00pm local time.**

At this time and place bids will be opened publicly and read aloud.

Three copies of the proposal are to be submitted on the forms furnished by the Lansing School District in a sealed envelope and clearly marked: **Bid SO-1420 USF WIRING.**

**No faxed, telephone or e-mailed proposals will be accepted.**

**To obtain a copy of this request for bid please visit our web site at:  
[https://www.edline.net/pages/Lansing\\_SD/Departments/Purchasing](https://www.edline.net/pages/Lansing_SD/Departments/Purchasing)  
or call our office  
at 517-755-3030 if you require a copy be e-mail or faxed to you.**

All proposals shall be submitted in accordance with the attached General Conditions and Instruction to Bidders and shall remain firm for a period of ninety (90) days after the opening of bids.

The Lansing School District reserves the right to reject any or all proposals in whole or in part and to accept the proposal or portion of the proposal that, in their opinion, best serves the interests of the Lansing School District.

Lansing School District

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Celestine Hart  
Purchasing and Risk Management

## **Important Request for Proposals**

**USF Year Eleven Part 2**  
USF Wiring.

### **Pre-bid Meeting**

**A pre-bid meeting shall be held on Tuesday, December 4, 2007 in the Education Center, Technology Office, 500 West Lenawee, Lansing 48915. The meeting will begin at 10:00AM. The intent of this meeting is to answer questions related to this RFP. Staff may not be available to answer questions at other times. Attendance is highly recommended.**

## **Proposal Instructions**

A proposal response must include the following information:

1. Company Description, Describe your company including length of time in business, insurance policies held and other general information that speaks to your company's ability to fulfill the proposed contract.
2. References, A listing of other contracts fulfilled for similar services. Please include all clients which are educational institutions. Please provide client contact person's name, address, phone and fax number.
3. Sub-contractors, State all known sub-contractors on this contract.
4. Proposal, Submit the completed proposal form signed by an authorized party.
5. The proposal shall include a complete, itemized listing of materials to be used, hourly labor rates, estimated labor hours and other contributory cost factors used to determine the total project costs.
5. Additional information, State any additional information that speaks to your company's ability to fulfill the proposed contract in a manner that best serves the interest of the Lansing School District.
6. Exceptions and exclusions, by submitting a proposal the potential vendor agrees to all requirements and specifications included in the request for proposal and the specifications.
7. A vendor conference/ pre-bid meeting will be held on December 28 ,2007, 10:00 AM. A sign-in sheet will be available at the conference. A building walk through will take place and questions will be addressed. **Attendance at this meeting is highly recommended.**
8. All work completed under this project must meet all state and local codes. This project is subject to prevailing wage.
9. All bids must be accompanied by a bid bond in the amount of 5% of the total bid amount. The successful bidder must provide to the District a labor, materials and payment bond for 100% of the bid amount upon award of the contract.

## PART A: Voice, Data, Video and Audio Visual Wiring

### RFP Details – Building Wiring Projects

The Lansing School District is anticipating the need to renovate space at all schools for the implementation of computer labs, wireless networking and other technology initiatives.

The following section covers the specifics of wiring needs for this Request for Proposal

### Tentative Timeline

RFP Released: November, 2007

Pre-Bid Walkthrough: December 4, 2007, 10:00 AM

RFP Due: December December 28, 2007

Purchase Order Issued: January, 2007

Work Begin/End Dates: July 1, 2008 through June 30, 2009, or as soon thereafter as allowable under USF regulations.

### Work Locations

Work will take place in each school as needed. Room locations are undetermined at this time.

### Work Areas

| Building      | Data Drops | Voice Drops | RG6 Coax | Audio/Visual Connections | Cat6 Patch Cables | RG6 Coax Patch Cables | Underground |
|---------------|------------|-------------|----------|--------------------------|-------------------|-----------------------|-------------|
| Attwood       | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Averill       | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Beekman       | 120        | 5           | 0        | 40                       | 0                 | 120                   | 0           |
| Bingham       | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Cavanaugh     | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Cumberland    | 120        | 5           | 0        | 30                       | 0                 | 120                   | 1           |
| Elmhurst      | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Fairview      | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Forest View   | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Gier Park     | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Grand River   | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Kendon        | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Lewton        | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Lyons         | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Moores Park   | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Mt. Hope      | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| North         | 120        | 5           | 0        | 45                       | 0                 | 120                   | 0           |
| Pleasant View | 120        | 5           | 0        | 35                       | 0                 | 120                   | 1           |
| Post Oak      | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Reo           | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Riddle        | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Sheridan Road | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Wainwright    | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Wexford       | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Willow        | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |
| Woodcreek     | 120        | 5           | 0        | 30                       | 0                 | 120                   | 0           |

| Building       | Data Drops | Voice Drops | RG6 Coax | Audio/Visual Connections | Cat6 Patch Cables | RG6 Coax Patch Cables | Underground |
|----------------|------------|-------------|----------|--------------------------|-------------------|-----------------------|-------------|
| Gardner        | 120        | 120         | 0        | 65                       | 0                 | 120                   | 0           |
| Otto           | 120        | 116         | 0        | 50                       | 0                 | 120                   | 0           |
| Pattengill     | 120        | 5           | 0        | 0                        | 0                 | 120                   | 0           |
| Rich           | 120        | 130         | 0        | 60                       | 0                 | 120                   | 0           |
| Eastern        | 120        | 134         | 0        | 75                       | 0                 | 120                   | 0           |
| Everett        | 120        | 147         | 0        | 75                       | 0                 | 120                   | 0           |
| Hill           | 282        | 311         | 20       | 40                       | 20                | 282                   | 2           |
| Sexton         | 120        | 134         | 0        | 65                       | 0                 | 120                   | 0           |
| Administration | 50         | 50          | 0        | 0                        | 0                 | 50                    | 0           |
| Transportation | 50         | 50          | 0        | 0                        | 0                 | 50                    | 0           |
| Physical Plant | 50         | 50          | 0        | 0                        | 0                 | 50                    | 0           |
|                | 4,230      | 1,340       | 20       | 315                      | 20                | 4,392                 | 4           |

- a) Actual locations will be determined prior to work commencement. All cable drops are assumed to be within 300M of an existing IDF.
- b) Patch cords provided for the workstation outlet shall be yellow, 4-pair assemblies. Patch cords shall be factory-assembled by the manufacturer of the cabling system. Quantity provided shall be 100% of the installed jacks, 75% of which shall be 7-foot and 25% shall be 10-foot. Patch cables are to be delivered to each school and secured in the MDF. The phone cords shall be provided by the *District*.
- c) Audio-visual connectivity shall run from a ceiling location (for ceiling mounted projectors) to the teacher's station. Outlets at the teacher end shall include RCA, SVGA, S-Video and computer audio out. Connections at the projector end shall be terminated for RCA, SVGA, S-Video and computer audio in. Contractor shall include a 6 foot service loop at the projector end, neatly coiled, secured with Velcro fasteners and hanging from a J-hook.

### Telecommunications Room

The following specifications relate to the room designated as the Data Center for Hill Vocational Center.

- a) Eight (8) Equipment Racks - APC NetShelter 4 Post Open Frame Rack with Square Holes (Black – AR203)
- b) Overhead Cable Management from Building Equipment Racks to new Data Center Equipment Racks.
- c) **Patch cords provided in the telecommunications rooms shall be** 1, 5, and 7-foot patch cords shall be provided to cross-connect between the patch panels and network equipment. Total quantity shall be 100% of installed jacks; of which 50% should be 1-foot, 25% 5-foot, and 25% 7-foot (color blue). In the MDF and IDF rooms 1, 5, and 7-foot Cat 5e patch cords shall be provided to cross-connect between the Cat 6 patch panels and the voice patch panel. The total quantity shall be 100% of installed jacks; of which 40% should be 1-foot, 30% 5-foot, and 30% 7-foot (color yellow).

## **General RFP Information**

### **Purpose of This RFP**

The purpose of this document is to provide a functional specification for a comprehensive technology network system, including required network cabling and components and required network devices. The secondary purpose is to provide adequate details and criteria for the design of this technology network system.

This document provides specifications to be used to design the installation of a networking infrastructure and associated equipment. The contractor shall furnish all labor, materials, tools, equipment, and reasonable incidental services necessary to complete an acceptable installation of the horizontal and riser data communications cabling plant. This is to include, but is not necessarily limited to, faceplates, modular jacks, connectors, data patch panels, equipment racks, cable, and fiber optics.

The specifications in this RFP are intended to allow the Contractor to be responsible for project consulting, design, maintenance, and installation of wiring and equipment for telecommunication systems, computer and computer network systems, other low voltage and fiber optic systems, and all related repairs to assure complete and fully functional systems.

This network cable system design will provide the connectivity of multiple microcomputers, printers, and/or terminals through a local area network environment. Each designated network interface outlet will have a capacity to support the available protocols, asynchronous 10- and 100Mbps Ethernet, 4- and 16Mbps Token Ring, FDDI, etc., through the network cabling and topology specified. The District may select one or any combination of the aforementioned media and access protocol methods; therefore, the design and installation shall have the versatility required to allow such combinations.

Bid responses must include all materials, appliances, and services of every kind necessary to properly execute the work and to cover the terms and conditions of payment thereof and to establish minimum acceptable requirements for equipment design and construction and contract performance to assure fulfillment of the educational purpose.

### **Contractor's Requirements**

- The successful contractor must be a certified installer of the infrastructure components being provided and show proof thereof.
- The contractor must be an authorized reseller of the networking and infrastructure components quoted and show proof thereof.
- Work will be supervised by a Registered Communications Distribution Designer (RCDD) during all phases of the installation. An RCDD must be on site and available to technicians and installers any time work is being performed.
- If subcontractors are utilized, the Contractor will be responsible for appropriate certification, liability insurance certification of subcontractor personnel and notify the District to obtain approval of subcontractor use.
- The Contractor selected under this RFP must have a local representative assigned to the District.
- The Contractor will supply as-built drawings/designs, all wiring, cabling and other equipment to meet the needs of any installation. The Contractor must maintain at least a minimum stock of parts and equipment to deal with any repair requests within 24 hours or one workday.
- Contractor will be responsible for replacing, restoring and/or bringing to original condition all floors, ceilings, walls, furniture, ground, pavement, etc., damaged by Contractor's personnel and operations. This will be accomplished at no additional cost to the District.
- The Contractor will be responsible for the acquisition of any permits, if required, at no additional cost to the District. The Contractor shall follow all applicable laws concerning this type of work.
- The Contractor will coordinate with the District any specific needs or requirements; e.g. access and security.
- The Contractor will be responsible for correcting all contract discrepancies unless released by Lansing School District. The job will be deemed incomplete until said discrepancies are resolved.

- Lead Contractor personnel are to be available via pager or cellular telephone during normal business hours (7:30 a.m. – 5:00 p.m.), Monday through Friday. During summer months, when school is not in session the business hours are Monday through Thursday (6:30am – 5:30pm).
- Background checks, to include possible fingerprinting, must be completed for all Contractor personnel before entering any District facility. The Contractor shall pay all associated costs for these checks. Once appropriate background checks have been completed, contractors will be required to wear District Name Badges while on District sites, which must be visible at all times.
- **The Contractor shall pay prevailing wage rates for the State of Michigan, Ingham County. The Contractor shall provide certified payrolls upon request.**
- The Contractor's representative will meet with the District's representative on an as needed basis and provide an up-to-date list of projects in process to review with the District's representative.

## Scope of Work

Work shall include all components for both a horizontal and riser data cable plant from workstation outlet termination to wire-room terminations. All cable-plant components, such as outlets, wiring-termination blocks, racks, patch cables, network equipment (if specified), will be furnished, installed, and tested by this contractor. The data cable plant is designed to support a 100Mbps Ethernet computer network. The data cabling plant and components shall carry a manufacturer-supported 10-year performance warranty for data rates up to 100Mbps. The bidder must provide such manufacturer guarantee for the above requirements as part of the bid submission.

The scope of work includes all activities needed to complete the wiring described in this document and drawings that may be provided during a walk through.

Any and all overtime or off-hours work required to complete the scope of work within the time frame specified is to be included in the contractor's bid. No additional overtime will be paid.

The awarded contractor must instruct the Lansing School District's representative in all the necessary procedures for satisfactory operation and maintenance of the plant relating to the work described in the specifications and provide complete maintenance manuals for all systems, components, and equipment specified. Maintenance manuals shall include complete wiring diagrams, parts lists, etc. to enable the Lansing School District's representative to perform any and all servicing, maintenance, troubleshooting, inspection, testing, etc. as may be necessary and/or requested.

The contractor shall respond to trouble calls within twenty-four (24) hours after receipt of such a call considered not in need of critical service. Critical-service calls must be responded to on site, within four hours of receipt of a trouble call. Bidder must acknowledge their agreement to this requirement as part of the RFP response.

All basic electronic equipment shall be listed by Underwriters Laboratories, Inc. The contractor shall have supplied similar apparatuses to comparable installations, rendering satisfactory service for at least three years where applicable.

The installation shall be in accordance with the requirements of the National Electrical Code, state and local ordinances, and regulations of any other governing body having jurisdiction.

The cable system design is to be based on the ANSI/TIA/EIA-568-B Commercial Building Telecommunications Cabling Standard and Bulletins TSB-36 and TSB-40. No deviation from the Standards and recommendations is permitted unless authorized in writing.

## Bidding Process

All work is to be completed based on the dates from the attached schedule. Dates on the attached schedule include walk-through dates, bid submission dates, and expected project-start and completion dates. Questions and comments are welcomed; prospective contractors are encouraged to submit these questions in writing to the Purchasing Department.

## **Bid Submittals**

The following are related to submittal of bids:

- (a) Submit three (3) copies of the bid response.
- (b) Each bid is to list all labor, material, and hardware costs in an itemized fashion. The detail is to include itemized unit pricing, cost per unit, and extended prices for each of the material and hardware components as well as the specific labor functions.
- (c) A cost, per outlet, to add or delete outlet locations is to be included in the pricing format. This cost is not to include any changes in hardware or patch-panel quantities.
- (d) There is also to be a scope of work included that details all of the functions to be provided by the contractor for the project.
- (e) Quote optional Category 5e patch cables and station cables on a per-unit cost basis. List pricing for 3-foot, 5-foot, 7-foot, 9-foot, and 14-foot patch cables.
- (f) Quote optional network cutover assistance on a per-hour basis per technician.
- (g) A completed Lansing School District vendor application and the notarized statement of familiar relations shall be submitted with the bid.

## **General Cable Plant Requirements**

The following section covers the installation of horizontal cabling, backbone cabling, cable pathways, fire-code compliance, wire identification, and cross-connects.

### **Horizontal Cable**

The following requirements apply for horizontal cabling:

- a) Horizontal cable shall never be open but rather will run through walls or be installed in the raceway if the cable cannot be installed in walls.
- b) The contractor is responsible for pulling, terminating, and testing all circuits being installed.
- c) The horizontal cable for the data/voice network shall be twisted-pair wire specified as Category 5e by the ANSI/TIA/EIA-568-B Standard and shall be UL-listed and verified.
- d) The cable shall meet all fire and smoke requirements of the latest edition of the NEC for the location of the installed cable.
- e) Testing for the distribution components will comply with ANSI/TIA/EIA-568-B Category 5e specifications and will certify 100 percent functionality of all conductors. All circuits must be tested and found to be in compliance. All testing results will be provided to Lansing School District in a hard copy and electronic Excel format.
- f) The data-cable specifications are intended to describe the minimum standard for use in this RFP. The use of higher-grade data cabling is recommended if such can be provided in a cost-effective manner.
- g) Each cable shall be assigned a unique cable number.
- h) In the telecommunications room, the contractor shall install four separate color-coded patch panels. Each wall plate's information outlet shall use a different patch panel, and the wall-plate information outlets will be documented using the patch panel's color code and the patch-panel number.
- i) Wire management shall be employed in all telecommunications rooms and the equipment room.
- j) Each horizontal cable must have 16-foot repair slack neatly coiled and stored in the ceiling above each drop location.

### **Data Backbone Cabling**

The following specifications apply to the data backbone cabling, unless otherwise agreed upon in writing:

- (a) An ANSI/TIA/EIA-568-B-compliant 50/125-micron multimode fiber-optic cable network is to be the backbone between the equipment room (the MCC, MDF) and any telecommunications (wiring, ICC, IDF) rooms.
- (b) All telecommunications rooms shall have 12 strands of multimode fiber-optic cable between the telecommunications room and the equipment room.
- (c) All fiber must be FDDI- and 100Base-FX-compatible.
- (d) All fibers are to be terminated using SC-type connectors.
- (e) All fiber is to be installed in an innerduct from rack to rack. A 15-foot coil of fiber is to be safely and securely coiled at each rack. The contractor will be responsible for any drilling or core holes and sleeving necessitated by national, state, and/or local codes.



- (f) The fiber-optic patch panels are to be configured to the amount of strands terminated at each location. Fiber-optic panels shall be metallic, are to have a lockable slack storage drawer that can pull out, and shall occupy one rack position.
- (g) Testing of fibers will be done using a power meter. The tests will be conducted at 850nm and 1300nm, bi-directionally. All test results will be provided to the customer in hard-copy format.
- (h) All backbone cables shall be installed in the following manner:
  - a. Backbone cables shall be installed separately from horizontal distribution cables.
  - b. Where cables are housed in conduits, the backbone and horizontal cables shall be installed in separate conduits or in separate inner ducts within conduits.
  - c. Where cables are installed in an air return plenum, the cable shall be installed in conduit, or plenum cable shall be installed in a plenum inner duct to provide protection to the cable
  - d. Where backbone cables and distribution cables are installed in a cable tray or wire-way, backbone cables shall be installed first and bundled separately from the horizontal distribution cables.
- (i) Fiber optic termination hardware shall be installed in the following manner:
  - a. Each cable shall be individually attached to the respective termination panel by mechanical means. The cables strength member(s) shall be securely attached the cable strain relief bracket in the panel.
  - b. Each fiber cable shall be stripped upon entering the termination panel and the individual fibers routed in the termination panel.
  - c. Each cable shall be clearly labeled at the entrance to the termination panel. Cables labeled within the bundle shall not be acceptable.
  - d. Dust caps shall be installed on the connectors and couplings at all times unless physically connected.

### **Fire-Code Compliance**

All cabling installed in the riser and horizontal distribution shall meet or exceed all local fire codes. At a minimum, the requirements of the latest edition of the NEC shall be met, unless superceded by a local code.

### **Wiring Pathways**

The following are related to the installation of cable in plenum and other cable pathways:

- a) Cable pathway design should follow the ANSI/TIA/EIA-569 (Commercial Buildings Standards for Telecommunications Pathways and Spaces) Standard.
- b) The methods used to run cable through walls, ceilings, and floor shall be subject to all state and local safety code and fire regulations. The contractor assumes all responsibility for ensuring that these regulations are observed.
- c) Cables shall be routed behind walls wherever possible. Surface-mount raceway shall be used where necessary.
- d) New cables shall be independently supported using horizontal ladders or other wire suspension techniques. Cables shall not be allowed to lie on ceiling tiles or attached to electrical conduits.
- e) System layout shall restrict excessive cable lengths; therefore, routing of horizontal cables shall be in a manner as not to exceed 90 meters from device plate to patch panel located in the assigned wiring room. Each cable shall be home-run directly from its cross-connect to the wall plate.
- f) Cables shall be terminated at the rear of the patch panel within the telecommunications rooms and at the wall plates only. There shall be no splicing of any of the cables installed. Intermediate cross-connects and transition points are not allowed.
- g) Cable shall be installed in accordance with manufacturer's recommendations and best industry practices.
- h) Cable raceways shall not be filled greater than the NEC maximum fill for the particular raceway type.
- i) Cables shall be installed in continuous lengths from origin to destination (no splices) unless specifically addressed in this document.
- j) Where cable splices are allowed, they shall be in accessible locations and housed in an enclosure intended and suitable for the purpose.
- k) The cable's minimum bend radius and maximum pulling tension shall not be exceeded.

- l) If a J-hook or trapeze system is used to support cable bundles all horizontal cables shall be supported at a maximum of four-foot intervals. At no point shall cable(s) rest on acoustic ceiling grids or panels.
- m) Horizontal distribution cables shall be bundled in groups of not greater than 40 cables. (Cable bundle quantities in excess of 40 cables may cause deformation of the bottom cables within the bundle).
- n) Cable shall be installed above fire-sprinkler and systems and shall not be attached to the system or any ancillary equipment or hardware. The cabling system and support hardware shall be installed so that it does not obscure any valves, fire alarm conduit, boxes, or other control devices.
- o) Cables shall not be attached to ceiling grid or lighting support wires.
- p) Any cable damaged or exceeding recommended installation parameters during installation shall be replaced by the Contractor prior to final acceptance at no cost to the District.
- q) Unshielded twisted pair cable shall be installed so that there are no bends less than four times the cables outside diameter (4 X cable O.D.) at any point in the run.
- r) Pulling tension on 4-pair UTP cables shall not exceed 25-pounds for a single cable or cable bundle.
- s) The following are the minimum distances that Category 5e UTP shall be run from common sources of EMI.

EMI Source Minimum Cable  
Separation  
Fluorescent lighting 12 inches  
Neon lighting 12 inches  
Power cable 2 KVA or less 5 inches  
Unshielded power cable over 2 KVA 39 inches  
Transformers and motors 39 inches

### **Wiring Identification**

All cables, wall jacks, and patch-panel ports shall be properly tagged in a manner to be determined at a later date. Each cable end must be identified within six inches from the termination point.

### **Telecommunications Rooms**

The following are related to the installation of the telecommunications (wiring) rooms:

- (a) The rooms to be used as the originating points for network cables that home-run to the room outlets are referred to as wire rooms or telecommunications rooms. *All racks and their exact locations will be confirmed during the mandatory walk-through; their locations are specified on the diagrams that will be provided during the initial walk-through.*
- (b) Rack layout should provide enough space to accommodate the cabling, equipment racks, patch panels, and network-control equipment, as required. Additionally, the locations should provide for convenient access by operational personnel.
- (c) All racks are to be configured with all the fiber-optic cables at the top of the rack, the distribution below the fiber, and the hardware components mounted below the distribution patch panels.
- (d) All racks, panels, and enclosures for mounting equipment shall meet 19-inch EIA mounting-width specifications. Each equipment rack should include two 19-inch rack shelves that can support the weight of a 50-pound uninterruptible power supply.
- (e) Equipment racks shall be properly grounded to nearest building ground and must be properly attached to the floor and supporting wall by means of horizontal-rack bracket mount. All equipment racks must have a six-outlet 20-amp power strip with surge protection installed inside.

### **MC/IC Cable Management**

The following relates to cable management for the main cross-connect (MCC, MDF) and intermediate cross-connect (ICC, IDF) in the equipment room, and horizontal cross-connects (HC) in telecommunications rooms:

- (a) The contractor is required to install cable management on all racks installed. Cable management is to consist of horizontal management between each panel and vertical management on the sides of the rack.
- (b) All cable management is to be of the "base-and-cover" style. Cable management is to be provided for the front of the rack only.

## **Documentation**

### **System Labeling**

The contractor shall develop and submit for approval a labeling system for the cable installation. Customer will negotiate an appropriate labeling scheme with the successful contractor. At a minimum, the labeling system shall clearly identify all components of the system: racks, panels and outlets. The labeling system shall designate the cables origin and destination and a unique identifier for the cable within the system. Racks and patch panels shall be labeled to identify the location within the cabling system infrastructure. All labeling information shall be recorded on the as-built drawings and all test documents shall reflect the appropriate labeling scheme.

All label printing will be machine generated using indelible ink ribbons or cartridges. Outlet labels will be the manufacturer's labels provided with the outlet assembly.

### **As-Built Drawings**

The *Contractor* will be provided with 2 sets of D or E-size drawings at the start of the project. One set will be designated for use as "shop drawings" and will document all as-built information as it occurs throughout the project. The "shop drawings" will be maintained by the *Contractor's* Foreman on a daily basis, and will be available to the *District's* technical representative upon request during the course of the project. Anticipated variations from the build-to drawings may be for such things as cable routing and actual outlet placement. No variations will be allowed to the planned termination positions of horizontal and backbone cables, and grounding conductors unless approved in writing by the District.

The *Contractor* shall provide, to the *District*, 3 sets of as-built CAD drawings at the conclusion of the project.

These drawings will include outlet locations, outlet numbers, all cross-connect locations, trunk-cable routing, and legends for all symbols.

### **Test Documentation**

Test documentation for the structured cable system shall be provided to the *District* in appropriate electronic format. The test equipment by name, manufacturer, model number and last calibration date will also be provided.

### **Network Hardware Specifications**

The networking hardware should be provided, installed, and serviced through a certified reseller/integrator or direct from the manufacturer.

## **Warranty and Services**

### **Installation Warranty**

The *Contractor* shall warrant the cabling system against defects in workmanship for a period of one year from the date of system acceptance. The warranty shall cover all labor and materials necessary to correct a failed portion of the system and to demonstrate performance within the original installation specifications after repairs are accomplished. This warranty shall be provided at no additional cost to the *District*.

### **Project Management / General**

The *Contractor* shall establish a single point of contact with the *District* who will be responsible for reporting progress and updating the *District's* Technical Representative with issues that the *District* must address to facilitate the cabling system installation. The *Contractor's* POC shall provide *daily written* reports to the *District's* Technical Representative detailing progress. Requests for access to limited access or restricted areas shall be made (*the day prior to the required access*). Information critical to the completion of the task or project shall be communicated to the *District's* Technical Representative as the requirement becomes known. Casual information shall be passed during the scheduled progress report.

The *Contractor* shall maintain the *District's* facility in a neat and orderly manner during the installation of the communications cabling system. The *District's* facilities shall be maintained in broom clean condition at the completion of work each day. At the completion of work in each area, the contractor will perform a final cleaning of debris prior to moving the installation crew to the next work area.

### **Cabling System Acceptance**

The *District's* Technical Representative will make periodic inspection of the project in progress. One inspection will be performed at the conclusion of cable pulling, prior to closing of the false ceiling, to inspect the method of cable routing and support, and the fire-stopping of penetrations. A second inspection will be performed at completion of cable termination to validate that cables were dressed and terminated in accordance with ANSI/TIA/EIA specifications for jacket removal and pair untwist, compliance with manufacturer's minimum bend radius, and that cable ends are dressed neatly and orderly.

### **Final Inspection**

Upon completion of the project, The *District's* Technical Representative will perform a final inspection of the installed cabling system with the *Contractor's* Project Foreman. The final inspection will be performed to validate that all horizontal and backbone cables were installed as defined in the drawing package, and that the installation meets the aesthetic expectations of the *District*.

### **Test Verification**

Upon receipt of the test documentation, The *District* reserves the right to perform spot testing of a representative sample of the cabling system to validate test results provided in the test document. *District* testing will use the same method employed by the contractor, and minor variations will be allowed to account for differences in test equipment. In the event significant discrepancies are found the *Contractor* will be notified for resolution.

### **System Performance**

During the three week period between final inspection and delivery of the test and as-built documentation, The *District* will activate the cabling system. The *District* will validate operation of the cabling system during this period.

### **Final Acceptance**

Completion of: the installation; in-progress and final inspections; receipt of the test and as-built documentation; and successful performance of the system for a two week period will constitute acceptance of the system.

### **General Working Conditions**

#### **Requirement for "After Hours" or "Swing-Shift" Work**

During days when school is in session all work must occur after school, generally commencing at 3:00pm to 4:00pm and ending approximately 8 to 9 hours thereafter. School officials will provide access to the work and lock-up at the end of each day's shift. All work must be cleaned up at the end of each shift, leaving each building in a clean, usable, safe condition, ready for the next day of school.

During the summer break from the week following school closure in June to August 31 and other times school is out, conventional day-time hours may be adopted for all work. Some schools will have Summer School Classes and therefore "Swing Shift" work is required. Daily clean-up is still required during this period so as not to conflict with major summer cleaning efforts by custodial staff.

### **Work Type and Licensing Requirements**

Proof of appropriate licensing for the above listed work must accompany this bid.

## PART B: Network Electronics

The District has standardized on Cisco network electronics in all schools. Proposals must include pricing a full 1 year warranty for the following service parameters: 24x7x2 (Resolved) and 24x7x4 (Resolved). Proposals must also include pricing for configuration, installation and any training (contiguous to installation) necessary for the operation of the equipment. The District is accepting bids for the following items:

| Building      | WS-<br>C6509E<br>Core/Ent.<br>Switch | WS-<br>3750E-<br>48TD-E<br>Ent.<br>Wiring<br>Closet<br>Switch | WS-<br>3750E-<br>48TD-S<br>Ent.<br>Wiring<br>Closet<br>Switch | WS-<br>3750E-<br>48PTD<br>POE Ent.<br>Wiring<br>Closet<br>Switch | WS-<br>3750-<br>48TD<br>Wiring<br>Closet<br>Switch | WS-<br>3750-<br>48PTD<br>POE<br>Wiring<br>Closet<br>Switch | Total by<br>Building |
|---------------|--------------------------------------|---|---|--|--|--|----------------------|
| Eastern       |                                      |   |   |  | 3  | 3  | 6                    |
| Hill          | 1                                    | 1   | 2   | 1  | 6  | 6  | 17                   |
| Sexton        |                                      | 1   | 1   | 1  | 7  | 7  | 17                   |
| Everett       |                                      | 1   | 2   | 1  | 7  | 7  | 18                   |
| Gardner       |                                      |   |   |  | 3  | 3  | 6                    |
| Pattengill    |                                      |   |   |  | 2  | 2  | 4                    |
| Otto          |                                      |   |   |  | 3  | 3  | 6                    |
| Rich          |                                      |   |   |  | 2  | 2  | 4                    |
| Beekman       |                                      | 1   | 2   | 1  | 1  | 1  | 6                    |
| Attwood       |                                      | 1   | 1   | 1  |  |  | 3                    |
| Averill       |                                      | 1   | 2   | 1  |  |  | 4                    |
| Bingham       |                                      | 1   | 1   | 1  |  |  | 3                    |
| Cavanaugh     |                                      | 1   | 1   | 1  |  |  | 3                    |
| Cumberland    |                                      | 1   | 1   | 1  |  |  | 3                    |
| Elmhurst      |                                      | 1   | 1   | 1  | 1  | 1  | 5                    |
| Fairview      |                                      | 1   | 1   | 1  |  |  | 3                    |
| Forest View   |                                      | 1   | 2   | 1  |  |  | 4                    |
| Gier Park     |                                      | 1   | 1   | 1  | 1  | 1  | 5                    |
| Grand River   |                                      | 1   | 2   | 1  |  |  | 4                    |
| Kendon        |                                      | 1   | 1   | 1  |  |  | 3                    |
| Lewton        |                                      | 1   | 1   | 1  |  |  | 3                    |
| Lyons         |                                      | 1   | 1   | 1  |  |  | 3                    |
| Moores Park   |                                      | 1   | 1   | 1  |  |  | 3                    |
| Mt. Hope      |                                      | 1   | 2   | 1  |  |  | 4                    |
| Pleasant View |                                      | 1   | 3   | 1  |  |  | 5                    |
| Post Oak      |                                      | 1   | 2   | 1  |  |  | 4                    |
| Reo           |                                      | 1   | 2   | 1  |  |  | 4                    |
| Sheridan      |                                      | 1   | 3   | 1  |  |  | 5                    |
| Wainwright    |                                      | 1   | 1   | 1  | 1  | 1  | 5                    |
| Willow        |                                      | 1   | 1   | 1  |  |  | 3                    |
| Woodcreek     |                                      | 1   | 2   | 1  |  |  | 4                    |
| North         |                                      | 1   | 2   | 1  | 2  | 1  | 7                    |
| Riddle        |                                      | 1   |   |  |  |  | 1                    |
| Wexford       |                                      | 1   | 1   | 1  |  |  | 3                    |
| Impression5   |                                      |   |   |  | 1  | 1  | 2                    |
| <b>Totals</b> | <b>1</b>                             | <b>29</b>   | <b>43</b>   | <b>28</b>  | <b>40</b>  | <b>39</b>  |                      |

## PART C: Videoconferencing Equipment

The District has standardized on Polycom videoconferencing equipment for all schools. The District is accepting bids for 35 Polycom VSX7000s video conferencing units. Bids must include configuration and installation of each unit, full 1 year warranty and any necessary training contiguous to installation. Vendors should include pricing for optional 3 year extended warranty.

## PART D: Wireless Networking

The District is accepting bids for wireless networking in all facilities. Access point quantities are outlined below for each facility. Vendors should provide design and build proposals that meet the following specifications:

- Dual band access point, high performance 802.11a/b/g 2.4 GHz and 5 GHz radios with omni-directional antennas
- Flexible management options including HTML, SSH, Telnet, console and centralized management.
- Advanced enterprise features-Automatic channel selection and transmit power control, fast roaming, enhanced QoS, and 802.3af Power-over-Ethernet (PoE) support
- Multi-layer security approach
- Integrates with existing infrastructure
- Proposals must include detailed technical specifications for all equipment bid.
- Proposals must include all Cat5e/Cat6 cabling necessary for operation.
- Proposals must include centralized management and integrated RF monitoring & management.
- Proposals must include all necessary configuration, installation and any training (contiguous to installation) that is necessary for operation of the network.
- Proposals must include a full 1 year warranty on parts, labor and configuration with pricing for an optional 3 year extended warranty.

| Building            | # of Classrooms | Access Points per Classroom | Total Classroom Access Points | Media Center Access Points | Lab Access Points | Common Area Access Points | Total Access Points |
|---------------------|-----------------|-----------------------------|-------------------------------|----------------------------|-------------------|---------------------------|---------------------|
| District Facilities | 48              | 1                           | 48                            | 2                          | 8                 | 5                         | 63                  |
| Attwood             | 22              | 1                           | 22                            | 2                          | 2                 | 5                         | 31                  |
| Averill             | 16              | 1                           | 16                            | 2                          | 2                 | 5                         | 25                  |
| Beekman Center      | 25              | 1                           | 25                            | 2                          | 2                 | 5                         | 34                  |
| Bingham             | 13              | 1                           | 13                            | 2                          | 2                 | 5                         | 22                  |
| Cavanaugh           | 16              | 1                           | 16                            | 2                          | 2                 | 5                         | 25                  |
| Cumberland          | 23              | 1                           | 23                            | 2                          | 2                 | 5                         | 32                  |
| Eastern             | 67              | 1                           | 67                            | 2                          | 10                | 5                         | 84                  |
| Elmhurst            | 19              | 1                           | 19                            | 2                          | 2                 | 5                         | 28                  |
| Everett             | 69              | 1                           | 69                            | 2                          | 10                | 5                         | 86                  |
| Fairview            | 13              | 1                           | 13                            | 2                          | 2                 | 5                         | 22                  |
| Forest View         | 18              | 1                           | 18                            | 2                          | 2                 | 5                         | 27                  |
| Gardner             | 61              | 1                           | 61                            | 2                          | 6                 | 5                         | 74                  |
| Gier Park           | 19              | 1                           | 19                            | 2                          | 2                 | 5                         | 28                  |
| Grand River         | 17              | 1                           | 17                            | 2                          | 2                 | 5                         | 26                  |
| Hill                | 23              | 1                           | 23                            | 2                          | 6                 | 5                         | 36                  |
| Kendon              | 14              | 1                           | 14                            | 2                          | 2                 | 5                         | 23                  |

| Building      | # of Classrooms | Access Points per Classroom | Total Classroom Access Points | Media Center Access Points | Lab Access Points | Common Area Access Points | Total Access Points |
|---------------|-----------------|-----------------------------|-------------------------------|----------------------------|-------------------|---------------------------|---------------------|
| Lewton        | 16              | 1                           | 16                            | 2                          | 2                 | 5                         | 25                  |
| Lyons         | 14              | 1                           | 14                            | 2                          | 2                 | 5                         | 23                  |
| Moores Park   | 12              | 1                           | 12                            | 2                          | 2                 | 5                         | 21                  |
| Mt. Hope      | 16              | 1                           | 16                            | 2                          | 2                 | 5                         | 25                  |
| North         | 34              | 1                           | 34                            | 2                          | 2                 | 5                         | 43                  |
| Otto          | 57              | 1                           | 57                            | 2                          | 6                 | 5                         | 70                  |
| Pleasant View | 18              | 1                           | 18                            | 2                          | 2                 | 5                         | 27                  |
| Post Oak      | 21              | 1                           | 21                            | 2                          | 2                 | 5                         | 30                  |
| Reo           | 15              | 1                           | 15                            | 2                          | 2                 | 5                         | 24                  |
| Rich          | 61              | 1                           | 61                            | 2                          | 6                 | 5                         | 74                  |
| Riddle        | 22              | 1                           | 22                            | 2                          | 2                 | 5                         | 31                  |
| Sexton        | 67              | 1                           | 67                            | 2                          | 10                | 5                         | 84                  |
| Sheridan Rd.  | 20              | 1                           | 20                            | 2                          | 2                 | 5                         | 29                  |
| Wainwright    | 22              | 1                           | 22                            | 2                          | 2                 | 5                         | 31                  |
| Wexford       | 21              | 1                           | 21                            | 2                          | 2                 | 5                         | 30                  |
| Willow        | 19              | 1                           | 19                            | 2                          | 2                 | 5                         | 28                  |
| Woodcreek     | 21              | 1                           | 21                            | 2                          | 2                 | 5                         | 30                  |

**Total Access Points**

1,291

## PART E: Email, DHCP/DNS and Web Servers

The District is accepting bids for 16 servers for use in District facilities to support email, DHCP/DNS services and web pages. Specifications for these servers are:

- Form factor/height: 2U
- Processor: 2 x AMD Dual-Core Opteron Model 2220 (2.8 GHz)
- Memory1 (max): 16 GB DDR II 667 MHz
- Expansion slots: 2 PCI-Express x8 (low-profile) and 1 PCI-Express x4 (low-profile);
- Disk bays (total/hot-swap): 8 SFF (2.5") hot-swap SAS (HDDs)
- Internal Storage: 1.8 TB hot-swap
- Network interface: Integrated dual Gigabit Ethernet
- Power supply: 2 x 835W
- Hot-swap components: Power supply, hard disk drives, cooling fans
- RAID support: RAID-0, -1, -10 standard, RAID-5, -6, -10, -50, -60 and battery backup optional
- Operating systems supported: Microsoft® Windows Server® 2003, Red Hat Enterprise Linux®, SUSE Linux Enterprise Server,
- Warranty: 3-year onsite parts and maintenance

| School Name | # of Servers |
|-------------|--------------|
| LEWTON      | 2            |
| MOUNT HOPE  | 2            |
| NORTH       | 2            |
| FOREST VIEW | 2            |
| RIDDLE      | 2            |
| GIER PARK   | 2            |
| PATTENGILL  | 2            |
| POST OAK    | 2            |
| Total       | 16           |



PROPOSAL FORM

**LANSING SCHOOL DISTRICT**  
**SO-1420 – USF 2008-09 Year 11 Request for Proposal**

Lansing School District  
Celestine Hart  
Purchasing Department  
519 West Kalamazoo  
Lansing, Michigan 48933

We hereby propose to furnish, install and deliver the below listed items and services for the price, as indicated, in accordance with the terms, conditions and specifications included.

|   |       |    |
|---|-------|----|
| Furnish and install network wiring per the attached specifications. | Total | \$ |
|---|-------|----|

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The additional cost of the labor, materials and payment bond in 100% of the total bid is \$  
\_\_\_\_\_.

Please note: The bidder shall provide detailed descriptions of materials costs, labor rates, estimated hours and other costs on the forms included with the bid.

This price will be held for 90 days. Yes/No \_\_\_\_\_

Company Name: \_\_\_\_\_

We hereby propose to furnish, deliver and **install** (if applicable) the below listed items for the unit price indicated in accordance with the terms, conditions and specifications included.

**Part A: Data, Voice, Video and A/V Wiring**

| Building      | Data Drop Cost | Voice Drop Cost | RG6 Coax Cost | Audio/Visual Connection Cost | Underground Cost | Total Cost per Building |
|---------------|----------------|-----------------|---------------|------------------------------|------------------|-------------------------|
| Attwood       |                |                 |               |                              |                  |                         |
| Averill       |                |                 |               |                              |                  |                         |
| Beekman       |                |                 |               |                              |                  |                         |
| Bingham       |                |                 |               |                              |                  |                         |
| Cavanaugh     |                |                 |               |                              |                  |                         |
| Cumberland    |                |                 |               |                              |                  |                         |
| Elmhurst      |                |                 |               |                              |                  |                         |
| Fairview      |                |                 |               |                              |                  |                         |
| Forest View   |                |                 |               |                              |                  |                         |
| Gier Park     |                |                 |               |                              |                  |                         |
| Grand River   |                |                 |               |                              |                  |                         |
| Kendon        |                |                 |               |                              |                  |                         |
| Lewton        |                |                 |               |                              |                  |                         |
| Lyons         |                |                 |               |                              |                  |                         |
| Moores Park   |                |                 |               |                              |                  |                         |
| Mt. Hope      |                |                 |               |                              |                  |                         |
| North         |                |                 |               |                              |                  |                         |
| Pleasant View |                |                 |               |                              |                  |                         |
| Post Oak      |                |                 |               |                              |                  |                         |
| Reo           |                |                 |               |                              |                  |                         |
| Riddle        |                |                 |               |                              |                  |                         |

| <b>Building</b> | <b>Data Drop Cost</b> | <b>Voice Drop Cost</b> | <b>RG6 Coax Cost</b> | <b>Audio/Visual Connection Cost</b> | <b>Underground Cost</b> | <b>Total Cost per Building</b> |
|-----------------|-----------------------|------------------------|----------------------|-------------------------------------|-------------------------|--------------------------------|
| Sheridan Road   |                       |                        |                      |                                     |                         |                                |
| Wainwright      |                       |                        |                      |                                     |                         |                                |
| Wexford         |                       |                        |                      |                                     |                         |                                |
| Willow          |                       |                        |                      |                                     |                         |                                |
| Woodcreek       |                       |                        |                      |                                     |                         |                                |
| Gardner         |                       |                        |                      |                                     |                         |                                |
| Otto            |                       |                        |                      |                                     |                         |                                |
| Pattengill      |                       |                        |                      |                                     |                         |                                |
| Rich            |                       |                        |                      |                                     |                         |                                |
| Eastern         |                       |                        |                      |                                     |                         |                                |
| Everett         |                       |                        |                      |                                     |                         |                                |
| Hill            |                       |                        |                      |                                     |                         |                                |
| Sexton          |                       |                        |                      |                                     |                         |                                |
| Administration  |                       |                        |                      |                                     |                         |                                |
| Transportation  |                       |                        |                      |                                     |                         |                                |
| Physical Plant  |                       |                        |                      |                                     |                         |                                |
| <b>Total</b>    |                       |                        |                      |                                     |                         |                                |

## Part B: Network Electronics

| Equipment Type                                  | Quantity | Cost per Switch<br>7x24x2<br>(Resolved) | Total 7x24x2<br>(Resolved) | Cost per Switch<br>7x24x4<br>(Resolved) | Total 7x24x4<br>(Resolved) |
|---|----------|---|----------------------------|---|----------------------------|
| WS-C6509E<br>Core/Ent. Switch                   | 1        |   |                            |   |                            |
| WS-3750E-48TD-E<br>Ent. Wiring Closet Switch    | 29       |   |                            |   |                            |
| WS-3750E-48TD-S<br>Ent. Wiring Closet           | 43       |   |                            |   |                            |
| WS-3750E-48PTD<br>POE Ent. Wiring Closet Switch | 28       |   |                            |   |                            |
| WS-3750-48TD<br>Wiring Closet Switch            | 40       |   |                            |   |                            |
| WS-3750-48PTD<br>POE Wiring Closet Switch       | 39       |   |                            |   |                            |

**Total**

## PART C: Videoconferencing Equipment

| Equipment Type    | Quantity | Equipment<br>Cost per Unit | Equipment<br>Cost Total | 3yr Extended<br>Warranty<br>Cost per Unit | Total 3yr<br>Extended<br>Warranty<br>Cost |
|-------------------|----------|----------------------------|-------------------------|---|---|
| Polycom VSX 7000e | 35       |                            |                         |   |   |

## PART D: Wireless Networking

| Building               | Access<br>Points | Access<br>Points Total<br>Cost | Management<br>Switches | Management<br>Switches<br>Total Cost | Wiring,<br>Config.,<br>Installation<br>Cost | Total Project<br>Cost | Total 3 yr<br>Extended<br>Warranty<br>Cost |
|------------------------|------------------|--------------------------------|------------------------|--------------------------------------|---|-----------------------|--|
| District<br>Facilities | 63               |                                |                        |                                      |   |                       |  |
| Attwood                | 31               |                                |                        |                                      |   |                       |  |
| Averill                | 25               |                                |                        |                                      |   |                       |  |
| Beekman<br>Center      | 34               |                                |                        |                                      |   |                       |  |
| Bingham                | 22               |                                |                        |                                      |   |                       |  |
| Cavanaugh              | 25               |                                |                        |                                      |   |                       |  |
| Cumberland             | 32               |                                |                        |                                      |   |                       |  |
| Eastern                | 84               |                                |                        |                                      |   |                       |  |
| Elmhurst               | 28               |                                |                        |                                      |   |                       |  |
| Everett                | 86               |                                |                        |                                      |   |                       |  |
| Fairview               | 22               |                                |                        |                                      |   |                       |  |
| Forest View            | 27               |                                |                        |                                      |   |                       |  |
| Gardner                | 74               |                                |                        |                                      |   |                       |  |
| Gier Park              | 28               |                                |                        |                                      |   |                       |  |
| Grand River            | 26               |                                |                        |                                      |   |                       |  |

| Building      | Access Points | Access Points Total Cost | Management Switches | Management Switches Total Cost | Wiring, Config., Installation Cost | Total Project Cost | Total 3 yr Extended Warranty Cost |
|---------------|---------------|--------------------------|---------------------|--------------------------------|------------------------------------|--------------------|-----------------------------------|
| Hill          | 36            |                          |                     |                                |                                    |                    |                                   |
| Kendon        | 23            |                          |                     |                                |                                    |                    |                                   |
| Lewton        | 25            |                          |                     |                                |                                    |                    |                                   |
| Lyons         | 23            |                          |                     |                                |                                    |                    |                                   |
| Moores Park   | 21            |                          |                     |                                |                                    |                    |                                   |
| Mt. Hope      | 25            |                          |                     |                                |                                    |                    |                                   |
| North         | 43            |                          |                     |                                |                                    |                    |                                   |
| Otto          | 70            |                          |                     |                                |                                    |                    |                                   |
| Pleasant View | 27            |                          |                     |                                |                                    |                    |                                   |
| Post Oak      | 30            |                          |                     |                                |                                    |                    |                                   |
| Reo           | 24            |                          |                     |                                |                                    |                    |                                   |
| Rich          | 74            |                          |                     |                                |                                    |                    |                                   |
| Riddle        | 31            |                          |                     |                                |                                    |                    |                                   |
| Sexton        | 84            |                          |                     |                                |                                    |                    |                                   |
| Sheridan Rd.  | 29            |                          |                     |                                |                                    |                    |                                   |
| Wainwright    | 31            |                          |                     |                                |                                    |                    |                                   |
| Wexford       | 30            |                          |                     |                                |                                    |                    |                                   |
| Willow        | 28            |                          |                     |                                |                                    |                    |                                   |
| Woodcreek     | 30            |                          |                     |                                |                                    |                    |                                   |

**Total 1,291**

#### **PART E: Servers**

| Server Type             | Quantity | Equipment Cost per Unit | Equipment Cost Total |
|-------------------------|----------|-------------------------|----------------------|
| Email, DHCP/DNS and Web | 16       |                         |                      |

All service equipment prices offered above will be held until September 30, 2009 for the make and model bid. In addition, if this model is no longer available a functionally equivalent model will be offered at an equal price.

Yes \_\_\_\_\_ No \_\_\_\_\_

The products and services offered above meet or exceed all specifications listed in the request for bids and any addenda issued.

Yes \_\_\_\_\_ No \_\_\_\_\_

Addendum number \_\_\_\_\_ has (have) been received and are included in this bid response.

I have included with this proposal form a list of three (3) or more school references including contact names and phone numbers. The contacts listed are educational institutions which my company has sold similar products and/or services. Yes \_\_\_\_\_ No \_\_\_\_\_

Company \_\_\_\_\_

FOB: delivered

Address: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

e-mail \_\_\_\_\_

Lansing School District  
Purchasing Office  
LANSING SCHOOL DISTRICT  
519 West Kalamazoo, Room 203  
Lansing MI 48933  
(517) 755-3030 FAX (517) 755-3029

MARK ONE:  
☐ New Application  
☐ Update  
Date: \_\_\_\_\_

### Supplier Application

DUN & BRADSTREET RATING (if available)

|                 |  |
|-----------------|--|
| NAME OF COMPANY | FEDERAL ID NUMBER (OR) SOCIAL SECURITY NUMBER<br><br>Submit copy of W-9 form with application. |
|-----------------|--|

ADDRESS TO WHICH BIDDING FORMS AND PURCHASE ORDERS ARE TO BE MAILED – STREET NO., CITY, STATE, ZIP CODE

ADDRESS TO WHICH PAYMENTS ARE TO BE MAILED (Remit to) – STREET NO., CITY, STATE, ZIP CODE

PARENT COMPANY AND ADDITIONAL OFFICE LOCATIONS IN MICHIGAN (May attach separate sheet)

E-MAIL ADDRESS: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

TYPE OF ORGANIZATION

☐ Individual ☐ Partnership ☐ Corporation

TELEPHONE #: \_\_\_\_\_

FACSIMILIE #: \_\_\_\_\_

PERSONS TO CONTACT AND THOSE AUTHORIZED TO SIGN BIDS AND CONTRACTS IN YOUR NAME (if agent, so specify)

| Name | Official Capacity | Telephone No. |
|------|-------------------|---------------|
|      |                   |               |
|      |                   |               |

☐ Do you require a hard copy of verbal orders? Yes \_\_\_\_\_ No \_\_\_\_\_ Do you accept purchase orders? Yes \_\_\_\_\_ No \_\_\_\_\_

☐ Electronic Disk Catalog ☐ Electronic Ordering

**Please complete the following:**

STANDARD PAYMENT TERMS: \_\_\_\_\_ PROMPT PAY DISCOUNT: \_\_\_\_\_ STANDARD DELIVERY TIME: \_\_\_\_\_

#### PLEASE COMPLETE BELOW ( Used for Reporting Purposes Only)

**Ownership Information:** Please list percentage and circle category that applies:

**MINORITY OWNED:** \_\_\_\_\_% Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian-American

**WOMEN OWNED:** \_\_\_\_\_% White Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian American

**DISABLED:** \_\_\_\_\_%

**SMALL BUSINESS:** Yes \_\_\_\_\_ No \_\_\_\_\_

Are you certified? If so, list agency: \_\_\_\_\_

Certificate Number: \_\_\_\_\_

**Is your business located within Lansing School District?** Yes \_\_\_\_\_ No \_\_\_\_\_

(Sign here)

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION  
(Please print or type)

NAME AND TITLE OF PERSON SIGNING

Please list the commodities that your company supplies and /or the types of services offered: \_\_\_\_\_

|  |
|--|
|  |
|  |
|  |
|  |
|  |

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the \_\_\_\_\_ (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of \_\_\_\_\_ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

**BIDDER:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN        )  
  )ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2004, by \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_





LANSING  
SCHOOL  
DISTRICT

Committed to Quality

STATEMENT OF NO BID

---

NOTE: IF YOU DO NOT INTEND TO BID, PLEASE RETURN THIS FORM ONLY TO:

Lansing School District  
519 W KALAMAZOO ST  
LANSING, MI 48933

BID NO: # \_\_\_\_\_

PHONE: 517-755-3030  
FAX: 517-755-3039

We, the undersigned, have declined to bid on the above noted bid for the following reasons:

\_\_\_\_\_ Insufficient time to respond to the invitation to Bid.

\_\_\_\_\_ Request for Proposal is unclear.

\_\_\_\_\_ Do not offer this product or service.

\_\_\_\_\_ Our schedule will not permit us to perform.

\_\_\_\_\_ Unable to meet the specifications

\_\_\_\_\_ Specifications are unclear (Please explain below)

\_\_\_\_\_ Remove us from your Bidder Mailing List

\_\_\_\_\_ Other ( Please specify below)

REMARKS:

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Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Section 3000 – Fiscal Management

### **3610 Purchasing Goods and Services**

**3610**

The Superintendent, and or his/her designee, shall be the sole purchasing agent for the District.

The purchase of goods and services required for the operation of the Lansing School District shall be conducted in accordance with all applicable laws. The purchasing process shall be open and competitive. Purchasing award decisions may include price; product quality; service; delivery; maintenance of product; adherence to specifications; past performance to the District; supplier reliability; warranties; supplier environmental responsibility; supplier school-to-work programs (including apprentices and cooperative training programs), supplier community responsibility; responsible contracting compliance, increasing the diversity of the supplier pool (as permitted by law) and increasing the percentage of contracts with local companies.

The Lansing School District places a high value on the richness of our diverse schools and community. The District will play a leadership role in promoting inclusiveness and the elimination of discrimination. All suppliers doing business with the school district must comply with state and federal laws on equal employment opportunity. In addition, companies responding to requests for formal bids for goods or services shall be required upon request to submit to the school district verification of compliance with laws. Suppliers shall state they do not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, height, weight, marital status, or disability. Failure to present such and/or to not comply with state and federal laws on equal employment opportunity shall result in the supplier being removed from the District's supplier list and the rejection of the supplier's bids.

#### Cooperative Purchasing

Governmental cooperatives, joint governmental purchasing, and private cooperative purchasing agencies may be used if it is deemed in the best interest of the District and the agency adheres to the requirements of this policy.

#### Purchases through the District

Board members and employees shall not make any purchase through or in the name of the District for personal use. The name of the District or school or the employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

#### Unauthorized Purchases

Unauthorized purchases by staff members are not the responsibility of the Lansing School District. Staff members that commit to unauthorized purchases shall be held individually responsible for payment of such obligations.

## Section 3000 – Fiscal Management

### **3610 Purchasing Goods and Services**

**3610-2**

#### Emergency Purchases

Emergency purchases of materials or labor for building construction, addition, renovation or repair may be made without using the quotation or bidding process if authorized by the Superintendent. Emergency purchases over the state-imposed bid limit must be authorized by the Superintendent. A report of the emergency purchase shall be presented to the next formal school board meeting for formal approval.

Approved: January 20, 2005

Revised: February 2007

LEGAL REF: MCL 15.321-330

May 9, 2005

Lansing School District  
Administrative Regulation

3610-R Purchasing Rules and Procedures

The purchasing of all goods (supplies, materials and equipment) and services required for the operation of the Lansing School District shall be conducted in accordance with all applicable state and federal laws and Lansing School District policies.

A centralized purchasing process shall be utilized. Except as noted below, purchase orders or contracts shall be issued for all purchases. Documentation shall be maintained for all requisitions, bids, and purchases in accordance with the State of Michigan requirements.

The Purchasing Office shall publish the requisition process. The requisition process shall properly identify the items needed, the purpose for which they are intended, the specific account to which the items are to be charged, and the authority of the requesting party to order such items. Specifications shall be developed that adequately describe the District's requirements and encourage competitive bidding.

In accordance with state law, the District shall not purchase an item or group of items in a single transaction exceeding the state-imposed limit per Revised School Code, unless competitive bids are obtained and the purchase is approved by the Board of Education. Purchases cannot be artificially divided to lower the threshold applicable under this regulation or any Lansing School District purchasing policies, regulations or procedures.

All purchases (including supplier selection) are subject to the approval of the Purchasing Director acting as the purchasing agent for the Lansing School District. Purchases of commodities where adequate supply and competition is available within the local district to meet the district need may be redirected to local sources.

Formal Bids:

Formal bid procedures shall include, but not be limited to, a sealed bid process for purchases exceeding the state imposed limit. Bid security and performance bonds may be required per state law or at the discretion of the Superintendent or an appropriate designee. Construction bids shall be advertised and processed in accordance with state law. Construction bidders shall be required to submit names, location, ownership information and pricing of all sub-contractor bids as required in the request for bid or during bid evaluation. Failure to do so will disqualify the bid.

Bid security, performance and payment bonds shall be required in accordance with the State law.

Additional Purchasing Methods:

Purchase transactions of less than \$250 may be made using purchasing cards, verbal purchase orders or other expedited procedures as approved and monitored by the Director of Purchasing. The limit may be increased above \$250 per transaction if otherwise required by job function and approved by the Superintendent or his/her designee. Each purchasing card will have an overall limit as determined by the Superintendent.

Informal quotations (required to be in writing), contract or cooperative purchasing, blanket purchase orders, emergency purchase orders (when authorized per policy) or formal bids may be used.

Change Orders:

Change orders for capital projects can be approved within the scope of the approved project contingency by the Superintendent. Any change orders beyond the scope of the project contingency must be approved by the Board of Education.

Change orders for bond issue projects can be approved as follows:

Changes up to \$100,000 - Approved by the Superintendent with subsequent notice to the Finance Committee of the Board of Education.

Changes over \$100,000 - Approved by the Board of Education prior to commencing work.

Bid Appeal Process:

Purchase award recommendations may be appealed to the Director of Purchasing for review. The Director of Purchasing shall review input from the requisitioning administrator and the party requesting review along with other information per his/her discretion. Additional appeals shall be made to the Chief Financial Officer and to the Superintendent, in that order. Oral or written information from both the party requesting the review and the District's Purchasing Office will be considered at any appeal. When reasonable for the efficient functioning of the District, the Lansing School Board may table final decision on the purchase award until the appeal process is complete.

## Staff - Purchase Order Procedure

The purchase order (PO) shall be used for all purchases that will be paid for by District funds. To initiate a purchase order, please follow this procedure.

1. A staff person who has budget responsibility (or his/her designee) enters a requisition in the on-line purchasing system. Access to this system may be obtained by sending a request in writing to the Technology Department.

When entering the requisition in the purchasing system the following information will be required: the potential company name, item description, estimated unit costs, account number, and location of use.

2. All requisitions are reviewed and processed according to Board policy and Purchasing Office procedures. Processing may include consolidation of orders, local sourcing or bidding.

3. Once the requisition is converted to a purchase order and all approvals have been obtained, a written purchase order is generated and sent to the vendor. A copy is sent to the requesting party.

4. The order may designate direct delivery to your location. If so, write the purchase order number on all receipts and invoices. Receipts and invoices must be sent to the Accounting Office. The receipt should be signed by the staff person who received the item(s). Payment will be made to the vendor when an order, invoice and receipt are matched.

5. A blanket purchase order may be requested using the same procedures as listed above. A blanket purchase order covers repeated small purchases of supplies or materials from one vendor (example toner and supplies for a copier). The request should indicate a period of time for which the order is valid, a maximum dollar amount that may be spent. And the names of staff members who are authorized to make a purchase.

## Supplier – Purchase Order Procedure

Suppliers of goods to the Lansing School District shall be notified of the following:

1. **No purchases on Lansing School District accounts shall be made without a Lansing School District purchase order number.**
2. No Lansing School District purchases shall be considered tax exempt without a Lansing School District purchase order number.
3. Lansing School District principals and other administrative staff will approve Lansing School District purchases under a Small Purchase Order amount authorized by the Purchasing Office. This approval will be verified by a Lansing School District purchase order number or written purchase order.
4. All purchases in excess of the Small Purchase Order amount must be authorized by the Lansing School District, Purchasing Office. This authorization will be verified by a Lansing School District written purchase order.
5. Purchases made by Lansing School District staff members without a purchase order number (or that exceed the dollar amount authorized by a purchase order) are the financial responsibility of the individual staff member and will not be paid by the Lansing School District.
6. All invoices shall be sent to:  
Lansing School District  
Accounts Payable  
519 West Kalamazoo  
Lansing MI 48933
7. **The Lansing School District purchase order number should appear on all packing slips and invoices.** Charges from only one purchase order should appear per invoice. Invoices for a partial purchase order will be paid, if all items invoiced have been received.

# General Conditions and Instructions to Bidders

1. Proposals shall be submitted on forms furnished by the owner. The proposal shall be in accordance with the specifications listed, which are available at the Lansing School District Purchasing Office.

Any variance from the specifications shall be fully explained in writing by the bidder and all prices quoted shall be on a unit price basis.

2. **MAILING OF PROPOSALS:**

Proposals shall be mailed in an opaque, sealed envelope and shall be clearly marked describing the project upon which the bid is made.

3. No oral, telegraphic facsimile, or electronic mail proposals or modifications will be considered.

4. **WITHDRAWAL OF BIDS:**

Any bidder may withdraw their bid at any time prior to the scheduled time of opening the bids upon the presentation of proper identification. After the opening of the bids, no proposal shall be withdrawn for a period of ninety (90) days.

5. **PROPOSAL FORMS AND SIGNATURES:**

Proposals shall be made on the proper forms provided by the owner. All spaces shall be properly filled in with ink or typewriter. The signatures shall be in longhand in ink by an authorized representative.

6. **BRANDS:**

The naming of a manufacturer, brand or model number shall not be considered as excluding other brands or models. Specifically, similar products with comparable construction, material and workmanship shall be considered as equal. However, the Board of Education of the Lansing School District shall evaluate the merits of all bids submitted and reserves the right to accept or reject any or all bids.

It is the intent of the attached specifications to define the minimum quality of equipment acceptable. The product lines of nationally recognized manufacturers who regularly advertise, promote and distribute catalog products to the school market are required.

7. **SAMPLES:**

Samples shall be submitted upon request at the expense of each bidder. These samples will be retained as control items until the completion of the delivery and installation.

8. **AGENDA:**

Any modifications of contract documents will be issued in the form of an addendum.

All addenda issued during the bidding time shall become part of the specifications. A copy of the addendum shall be sent to all bidders. No verbal statements by the owner shall be considered as authoritative. No request for explanations can be processed within four (4) days immediately prior to the bid opening date.

9. **VARIATIONS FROM MATERIALS SPECIFIED:**

All variations from the specified material or equipment shall be fully explained and included with the bid. Manufacturer numbers shall be used in all cases.

10. **ROYALTIES AND PATENTS:**

The contract shall pay for all royalties and patents, and shall defend all suits for claims or infringements on patent rights and save the owner harmless from loss on account thereof.

11. **CLEAN-UP:**

The contractor shall at all times, keep the premises free from accumulations of waste materials or same caused by the work; and upon completing the work, shall remove all work related rubbish from and about the building and shall leave the work broom clean, or it equivalent. In the case of dispute, the owner may remove the rubbish and charge the cost to the contractor, as the owner shall determine.

12. **FEDERAL, STATE AND MUNICIPAL TAXES:**

Each proposal submitted shall include, and the contractor shall pay, all taxes which are levied by the Federal, State and Municipal Governments, on labor, and for materials entering into the work. The owner reserves the right to require evident of payment of such taxes prior to final payment. The school district is exempt from Federal Excise Tax.



## General Conditions and Instructions to Bidders

### 13. QUALIFICATIONS OF BIDDERS:

The owner may request any or all bidders to submit any of the following information before the award of the contracts.

- A. A bidder's performance record
- B. The address and description of bidder's equipment, plant or permanent place of business.
- C. An itemized list of the bidder's equipment, plant and personnel.
- D. A bidder's financial statement.
- E. A description of any project which the bidder has completed.
- F. Such additional information as will satisfy the owner that the bidder is adequately prepared to fulfill the contract.
- G. Description of work which will be done simultaneously with the owner's project.

### 14. NOTICE OF AWARD:

The contracts shall be deemed as having been awarded when the formal notice of acceptance of their proposal has been duly served upon the intended awardees (normally by purchase order) by some officer or agent of the owner duly authorized to give such notice.

### 15. GUARANTEE:

Each contract shall furnish the owner a written guarantee running for one (1) year, or longer as required herein, after the final payment covering all work in the contract. Any defects in workmanship or materials for which a claim is submitted within this period shall be corrected.

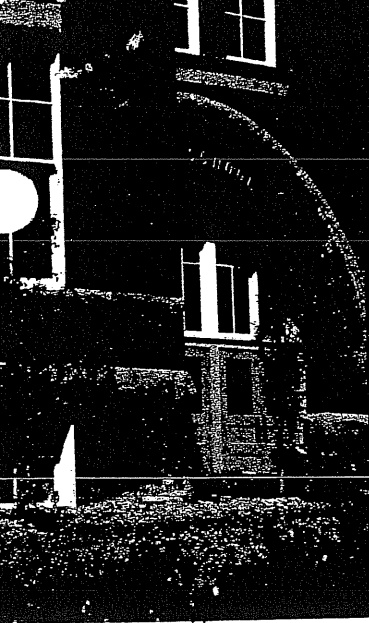
### 16. DOCUMENTS:

The Proposals submitted shall be based upon the specifications contained herein.

### 17. RIGHTS OF ACCEPTANCE OR REJECTION:

The Board of Education of the Lansing School District reserves the right to reject any or all bids in whole or in part and to accept the bid or portion of bid that, in their opinion, best serves the interest of the School District.


18. Contractors and subcontractors are required not to discriminated against any employee or applicant for employment, to be employed in the performance of this contract, with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a bonafide occupational qualification. Breach of this covenant of purchasing agreement as provided in the Michigan Fair Employment Practices Act and may be processed there under. See Policy 3610




*In order to maintain the public trust, your local school district Board of Education should consider and adopt a resolution containing at least some, if not all, of the factors listed below.*

*Each factor should be discussed thoroughly by school board members, the architects and construction managers involved in any school construction because of the potential impact they will have on a project.*

*Your construction manager and design professional will then include these factors in the construction bid documents so all bidders know that in addition to price these items will be considered when construction bids are reviewed.*




**EXPERIENCE.** Institutional building projects are expected to last 50-75 years. Therefore school board members should review the past experience of all construction professionals to ensure that they have pertinent experience on similar institutional projects. In so doing, the board members can evaluate whether local contractors should be considered for the project and only if they have the required experience should they be considered.




**REFERENCES.** School board members should investigate the references of their construction professionals from past clients doing similar institutional work. Construction professionals must supply pertinent references from their past clients, including information regarding performance and jobsite cooperation.







**FINANCIAL CONDITION.** A good financial rating means stability on the job and all through the project. Construction professionals must show they are financially prepared to perform the work they are bidding on. School boards must obtain information concerning a bidder's financial capability, any outstanding claims against them and bank references. A poor financial condition can affect the quality of materials, equipment and workers used on the project. It also can result in substantial project delays and unsafe schools.




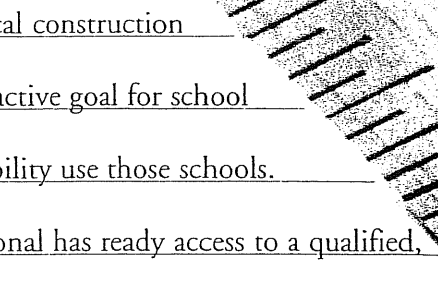
**SAFETY & ACCIDENTS.** Construction professionals with a good safety and EMR record will be more productive. An employer has an obligation according to the Michigan Occupational Safety and Health Act (MIOSHA) to provide a place of employment free from recognized hazards likely to cause death or serious physical harm. Every employee has the right to a safe and healthy workplace. An employer must provide training in the recognition and avoidance of hazards and specific training called for in the MIOSHA standards.




**RESUME OF SUPERVISORY PERSONNEL.** Beyond a construction professional's experience with similar institutional projects, it is important for board members to evaluate the resumes of the supervisory personnel of all construction professionals on their project. All supervisory personnel should have pertinent experience and adequate education and training to complete your project.




**INSURANCE & SURETY BONDING.** Construction professionals must show proof of adequate and relevant insurance coverage for a particular project and must prove their compliance with workers' compensation statutes. School boards must set minimum standards for insurance coverage. Construction professionals that cannot provide proper coverage may be unable to fulfill project obligations. A measure of a construction professional's stability is shown in the ability to secure the required bonding.




**USE OF A TRAINED LOCAL WORKFORCE.** Employing local construction professionals and skilled craft workers on a project can be an attractive goal for school boards. Local craft workers, their friends and family, in all probability use those schools. However, it is necessary to determine if the construction professional has ready access to a qualified, experienced workforce to build your project.



**PREVAILING WAGE.** Use of prevailing wage requirements ensures that school boards secure the best qualified construction professionals to perform work on their projects. Construction professionals should compete for projects on the basis of their management practices, not by paying sub-standard wages. Utilization of prevailing wage will allow the construction professional to pay locally determined wages and benefits to attract qualified skilled craft workers.



**EMPLOYEE HEALTH INSURANCE & PENSION BENEFITS.** School districts can maintain and promote their community's health care and craft employees by requiring the construction professional to use prevailing wage, which includes health insurance and pension benefits. Construction professionals who provide such benefits to their craft personnel demonstrate a commitment to developing a stable workforce, which is a key component to a quality project and to the health of the community.



**WORKFORCE SOURCE & PROPER EMPLOYEE CLASSIFICATION.** School boards can ensure that their project will be built by qualified construction professionals by ensuring contractor access to a skilled workforce. School districts should examine carefully the source of building trades craft employees. School districts should ask prospective construction professionals to identify the source of the workforce they intend to use on the project. Construction professionals who staff the project with personnel hired from help-wanted ads or employment agencies might not have sufficient competence and ability to complete a quality project on schedule.

## REGISTERED UNITED STATES DEPARTMENT OF LABOR, BUREAU OF

**APPRENTICESHIP & TRAINING PROGRAMS.** School boards know the value of high quality training and education. Responsible contractors know that better training equals better buildings. Bureau of Apprenticeship and Training (BAT) approved training programs create more productive craft workers. A construction professional's ability to staff a school construction project with qualified trades' workers is the key to success. Contractors, who bid on school construction projects should maintain, participate in and contribute to bona fide apprentice training programs recognized by the U.S. D.O.L./B.A.T. Trained craft workers promote cost effectiveness, timeliness, safety and quality on school construction work. Companies who employ skilled and trained workers, educated in their trade, deliver exceptional work. Moreover, every registered U.S. D.O.L./B.A.T., program must meet twenty-two standards of apprenticeship regulated and audited by the U.S. D.O.L./B.A.T., as outlined in 29 CFR 29.5.

**LICENSING.** School boards get a better building when highly competent construction professionals and tradespersons build it to code. State law establishes licensing requirements for

electrical, mechanical, plumbing, boiler and elevator contractors, and electrical,

elevator and plumbing craft workers. Proper licensing and certification,

when applicable, show school boards that construction

professionals bidding the job have been tested and are

competent to perform the work. All responsible construction

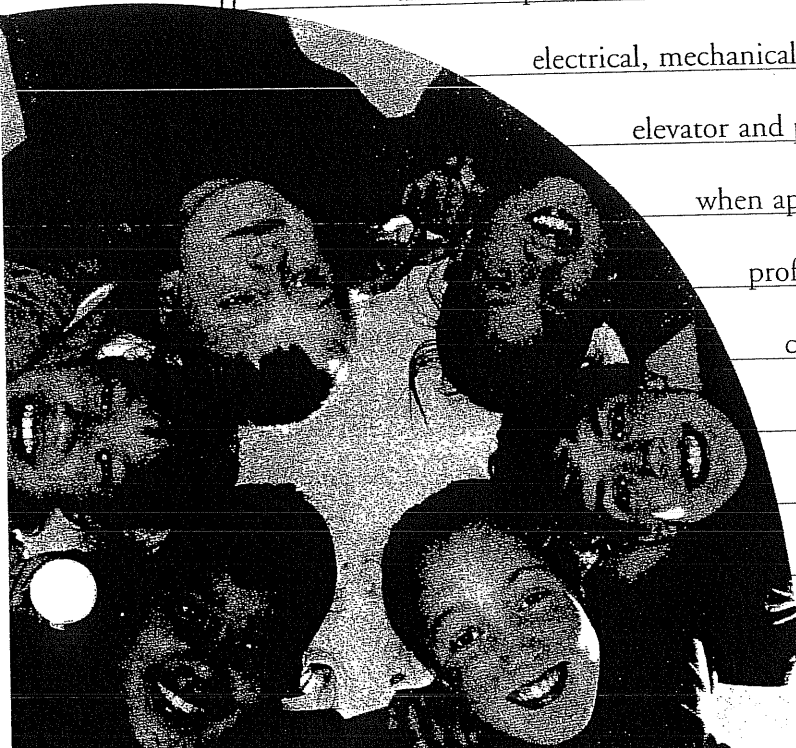
professionals must provide documented proof of licensing


and certification. This will allow school boards to contact

licensing and certification agencies to verify the bidder's


history and determine if any complaints or judgments

have been filed against them.





**COMPLIANCE WITH REGULATORY AGENCIES.** School boards get a higher quality building when local, state and federal regulations are followed. Compliance with the EPA, MIOSHA, OSHA and other agencies helps school boards evaluate the construction professional's willingness to follow rules. It also ensures that the bidding contractors are aware of the policies that affect them. Contractor adherence to wage and hour standards, record keeping guidelines, child labor regulations and other components of the Fair Labor Standards Act are good indicators of a stable workforce. Construction craft workers who are treated fairly and receive proper pay and benefits are more likely to produce high quality work which helps ensure a safe learning environment for Michigan children.



**CIVIL SUITS/ARBITRATION/HISTORY.** A school board will have their building projects completed without costly legal entanglements if they select a responsible contractor with a 'clean' legal history. School boards should contract with construction professionals that build according to contract – not in spite of the contract. School districts should carefully examine a contractor's litigation history and the final disposition of any arbitration claims brought against him/her. A contractor with an unusually high level of adverse claims might indicate that the school board should disqualify the contractor.



**Michigan Association for Responsible Contracting**

phone: 1-866-YES-MARC • fax: 517-372-0402 • [www.miarc.org](http://www.miarc.org)